

EMPLOYMENT OPPORTUNITY BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.

Look no further, apply today!

Research Manager II/III

(Permanent Full-Time)

SALARY RANGE:

Research Manager II
\$5,830 - 7,245

Research Manager III
\$7,088 - 8,048

FINAL FILING DATE:

November 18, 2016

QUESTIONS ABOUT THE JOB:

Irena Asmundson
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(916) 324-6547 *TDD
E-mail: Irena.Asmundson@dof.ca.gov

SEND APPLICATION TO:

Department of Finance
Attn: JoLynn Sanchez
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

Application packets may be submitted for this position electronically through your CalCareer Account at www.jobs.ca.gov.

WHO MAY APPLY:

Current state employees at the Research Manager II/III level, those within transfer range and commensurate to Rule 250, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA/Surplus, reinstatement, transfer, or list eligible) in the explanation section of the application.

POSITION DESCRIPTION:

This position functions as the Assistant Chief of the Demographic Research Unit (DRU) responsible for developing population data and analysis required for research, budgeting and planning purposes by the Legislature, state agencies, city and county governments, the federal government, academic institutions, school districts, and private firms. This position manages a staff having knowledge of principles and concepts of demography in a research and statistical setting. The Assistant Chief of DRU works under the supervision of the Chief of DRU and cooperates closely with the staff of Economic and Revenue Research, as well as the Program Budget Manager for Forecasting to ensure that the best available research data are used; forecasting assumptions are as accurate as possible; and that policy and budgeting implications of demographic change are understood by appropriate staff in the Department of Finance (DOF).

DESIRABLE QUALIFICATIONS:

- ✓ Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch.
- ✓ Knowledge of the principles, practices, and trends of public administration, organization, management, and policy formulation and development.
- ✓ Knowledge of program development, evaluation, methods of administrative problem solving, and personnel management techniques.
- ✓ Knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the manager's role in the EEO Program, and the processes available to meet equal employment opportunity.

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation." California relay (telephone) service for the deaf and hearing impaired, From *TDD phones: (800) 735-2929, From Voice phones: (800) 735-2922 *TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

Issue Date: November 2, 2016

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

HOW TO APPLY:

To be considered, applicants must submit a State of California application (Examination and/or Employment Application, Std. 678) to the Department of Finance, Human Resources Office.

You may obtain an official state application (STD 678) on the CalHR website at:
<https://jobs.ca.gov/pdf/std678.pdf>

In order to be considered for this position you must submit a Statement of Qualifications (SOQ) with specific information and examples of how your background meets the Desirable Qualifications. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format, typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point. Resumes do not take the place of the Statement of Qualifications.

To obtain list eligibility, you may apply for the Research Manager II/III open exam online on the CalHR website at:

Research Manager II
<https://jobs.ca.gov/Public/Bulletin.aspx?examCD=4PB3601>

Research Manager III
<https://jobs.ca.gov/Public/Bulletin.aspx?examCD=4PB3602>

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

- ✓ Ability to plan, organize, and direct the work of multi-disciplinary professional staff.
- ✓ Ability to analyze administrative policies, organization, procedures and practices.
- ✓ Ability to integrate the activities of a diverse program to attain common goals.
- ✓ Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters.
- ✓ Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches.
- ✓ Ability to analyze complex problems and recommend effective courses of action.
- ✓ Ability to prepare and review reports.
- ✓ Ability to promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.